



USAID | DOMINICAN REPUBLIC

Position: **USAID Development Program Specialist [Budget and Information Specialist]**
Grade: **FSN-11**
To: **All Interested Candidates (Non Dominican applicants must possess legal Dominican residence and Dominican Cédula)**
Opening Date: March 19, 2015
Closing Date: April 02, 2015
Work Hours: **Full time; 40 Hours/week**
Salary Scale: From RD\$1,277,789.00 to RD\$2,044,464.00)

The U.S. Agency for International Development in Santo Domingo is seeking an individual for the USAID Development Program Specialist [Budget and Information Specialist] in the Program Office.

Basic Functions

The USAID/Dominican Republic Budget and Information Management Specialist is located in the Program Office. The Program Office leads the Mission's program strategy design, budgeting, reporting and coordination efforts and is responsible for primary support to the Technical Teams. The incumbent serves as the Mission expert on matters related to USAID budget and information management systems and procedures. S/he works under the supervision of the Regional Mission Economist.

This key member of the USAID/Dominican Republic Program Office advises technical teams in the development of budgets and procurement plans; liaises between technical and support offices to reconcile budget data and project information; collaborates with USAID/Washington to ensure the timely and adequate availability of funding, and; prepares budget data for the Mission's planning and reporting purposes such as the Operational Plan, the Performance Plan and Report, the Mission Resource Request, the Congressional Budget Justification, and the Congressional Notifications. S/he manages and is the custodian of the Mission's budget and project information management tools. S/he is the lead liaison with the Government of the Dominican Republic on procedural matters (e.g. Bilateral Agreements) and general information sharing with the Host Country. In support of an assigned technical team, the incumbent acts as the principal advisor (backstop) on planning, activity design, budget allocation, implementation standards and monitoring and evaluation.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office through santodomingoresume@state.gov.

Qualifications Required:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1- A minimum of a Master's degree in Public/Business Administration, Economics, Statistics, Accounting or closely related field is required.
- 2- Prior Work Experience: A minimum of five years of relevant work experience demonstrating increasing responsibility for analyzing and evaluating programs, and

managing budgets and information systems for a complex international assistance organization. The incumbent must have experience managing and maintaining complex databases.

- 3- Language Proficiency: Level IV (fluent) English language proficiency, speaking and writing is required. Level IV (fluent) Spanish language proficiency, speaking and writing is required.
- 4- Skills and Abilities: This position requires excellent analytical skills to interpret budgetary, financial, and program related information and prepare detailed financial and budgetary reports. The ability to use software tools and databases to present data clearly is required as well as experience in project design and implementation. The incumbent must have the ability to draft professional correspondence and reports that are clear and concise in both English and Spanish. Good teamwork and organizational skills are imperative. Knowledge and/or experience using data management web applications is desirable.

The Office of Human Resources will contact for testing purposes ONLY those applicants that meet all of the requirements.

ADDITIONAL SELECTION CRITERIA THAT MAY AFFECT THE FINAL HIRING DECISION INCLUDE BUT ARE NOT LIMITED TO: NEPOTISM, BUDGET, CONTINUITY IN THE POSITION, STAFFING GAPS, AND/OR THE NEED FOR THE APPLICANT TO HAVE A SECURITY CLEARANCE.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. All information required in the Universal Application for Employment (DS-174) must be complete and in accordance with the resume. Failure to do so will result in an incomplete application.
5. The candidate must be able to obtain and hold an unclassified security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application (the three first options are required):

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174), <http://www.state.gov/documents/organization/136408.pdf>
2. A current resume or curriculum vitae,
3. Including a copy of the Dominican Cédula.

4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATIONS TO:

Office of Human Resources

Subject of the message: "Name of the position that you are applying for"

E-mail: santodomingoresume@state.gov

POINT OF CONTACT

Yenni Ognado

Ogandoye@state.gov

809-567-7775 ext.7412

Anacaona Blandino

diazaj@state.gov

809-567-7775 ext.7441

**APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS
April 02, 2015**

The U.S. Mission in Santo Domingo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.